



REOPENING GUIDANCE BARBERSHOPS, HAIR SALONS & NAIL SALONS

Reopening businesses safely and responsibly is vital for both the local economy and the well-being of our community. As businesses reopen, there are important steps you can take to minimize the spread of COVID-19 in Harris County.

Recommendations Before Reopening

- Open outside doors and windows to increase air circulation
- Conduct routine HVAC maintenance and change air filters
- Cleaning staff should [clean and disinfect](#) all areas including offices, bathrooms, and common areas, focusing especially on frequently touched surfaces
 - Clean dirty surfaces with soap and water
 - Next, disinfect surfaces using products that meet [EPA's criteria for use against SARS-CoV-2](#), the virus that causes COVID-19, and that are appropriate for the surface
 - Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method, contact time, and required personal protective equipment (PPE)

If an employee or contractor tests positive for COVID-19, immediately report the information to the local health authority. Provide notification to employees, contractors, and clients. The notification can be via phone call, e-mail, or text. The notification to the local health authority and employees, contractors, and clients must occur no later than 24 hours of receiving information of a positive test result.

To report a positive COVID-19 case in Harris County, call 832-927-7575. Ask for the EPI line

Additional Information is Available

[The Governor's Report to Open Texas](#)
[CDC Business & Employer Resources](#)

Planning for Absenteeism

- Determine how you will operate with a reduced staff if employees cannot work due to illness, staying home to care for sick family members and those who must stay home to watch their children
- Prepare to institute flexible workplace and leave policies
- Cross-train employees to perform essential functions, so the workplace can operate even if key employees are absent

Free COVID-19 Testing is Available for Everyone

We encourage business owners and employees to get free testing at a testing site. The updated online self-assessment tool is confidential and designed to serve the public in the Greater Houston area. To register for testing, visit <http://covidcheck.hctx.net/>. For those who do not have access to the online tool, call **832-927-7575** to get scheduled for testing. Free testing is available regardless of citizenship status and for those who are uninsured.

Employees should **not** return to work if they are sick. If an employee has a sick family member they live with or has been near an ill person, they should notify their employer immediately.

Please go to www.hcphtx.org for any additional information on how to keep yourself or employees safe during this pandemic.

*People at higher risk for severe illness are those who are 65 or older, especially those with chronic lung disease; moderate to severe asthma; chronic heart disease; severe obesity; diabetes; chronic kidney disease undergoing dialysis; liver disease; or weakened immune system.

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CHECKLIST FOR MINIMUM RECOMMENDATIONS

Getting Salons, Employees, and Contractors Ready to Open

- ☐ Start by first offering less complex and time-consuming services such as haircutting services
- ☐ Notify employees and contractors of all COVID-19 processes and procedures. Require them to sign a statement acknowledging they understand and will follow to the guidelines
- ☐ Screen employees and contractors before coming into the cosmetology salon:
- ☐ Send home any employee or contractor who has any of the following new or worsening signs or symptoms of possible COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or measured temperature greater than $> 100.4^{\circ}\text{F}$
 - Known close contact with a person who is lab-confirmed to have COVID-19
- ☐ Do not allow an employee or contractor with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14-day self-quarantine period from the last date of exposure
 - ☐ For temperature checks, the preferred method is a non-contact thermometer, such as a forehead thermometer, if possible
 - ☐ Do not use a contact thermometer on multiple persons without disposable guards or disinfection between persons
- ☐ Provide resources and a work environment that promote personal hygiene
- ☐ Disinfectants must come from this [EPA list](#).
- ☐ Provide a place to wash hands with both hot and cold water with hand soap, disposable towels, and a no-touch trash can.
Must wash towels in hot water and chlorine bleach. Only clean towels shall be used for clients.
- ☐ Clean towels should only be handled by someone who has cleaned their hands immediately before touching the towels or someone who has a fresh pair of gloves
- ☐ Must thoroughly sanitize all on-site laundry rooms or laundry storage rooms daily

Before an Appointment

- ☐ Schedule appointments in a way that limits the number of people in the salon
- ☐ Consider similar COVID-19 symptoms screening policies for clients
- ☐ Walk-in clients should wait either in their cars or outside with at least 6 ft of separation between individuals
- ☐ Do not allow clients to bring extra people to the appointment, such as children.
- ☐ Only schedule the number of clients that will allow for social distancing of at least 6 ft from others
- ☐ Post a sign at the entrance to the salon with a phone number that clients should call to confirm the appointment time is ready when they arrive outside the salon
- ☐ Only bring clients into the building when the licensee is ready for them, to eliminate anyone needing to spend any time in the lobby or waiting area
- ☐ Remove all unnecessary items such as magazines from the lobby or waiting area
- ☐ Contactless payment is encouraged. Where not available, minimize contact
- ☐ Visibly post signs at each entrance and eye-level at stations notifying clients that rescheduling appointment is mandatory if they have COVID-19 symptoms or have had recent exposure to someone with symptoms
- ☐ Do not provide services to a client if you have reason to believe that they are sick or have a contagious condition
- ☐ If possible, provide face coverings for clients or ask them to wear one if the licensee can provide services with it on

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Once Inside the Salon

- ☐ Do not let clients touch/handle retail supplies, such as nail polish or supplies for sale
- ☐ Require all clients to wash their hands upon entering the salon/shop and before each treatment

Providing Services

- ☐ If gloves cannot be worn for a service, then hands must be washed with soap and water before providing services. Wash hands for a minimum of 20 seconds.
- ☐ If at any time an employee or contractor touches their face, nose, eyes, cell phone, door, credit card machine or any surface they have not sanitized, they must immediately change their gloves or rewash hands with soap and water

Continue To Service Clients With Your Current Cleaning And Sanitation Practices

- ☐ If wearing gloves, they must be removed and properly disposed of immediately upon completion of the service
- ☐ All surfaces must be wiped down and sanitized between use, including computers, landline phones, etc.
- ☐ Full sanitization of workstations, shampoo bowls, chairs, etc., must occur after each client. Including a complete wipe down of all surfaces touched and products used with disinfectant cleaners or wipes
- ☐ Multi-use equipment and tools must be cleaned and disinfected before use on each client
- ☐ Must discard single-use equipment and tools after use on a single client
- ☐ Electrical equipment that cannot be immersed in liquid shall be wiped clean and disinfected before use on each client
- ☐ Store all clean and disinfected tools and materials in a clean, dry, debris-free environment when not in use

- ☐ Take measures to ensure that clients do not interact with each other in the salon/shop
- ☐ Employers, employees, contractors, and clients should always wear face masks or fabric face coverings while inside the salon/shop. Even if individuals are practicing social distancing

- ☐ Use disposable supplies to keep from having to handle and disinfect multi-use supplies
- ☐ Use disposable towels when possible and dispose of them after use

- ☐ Must store clean and disinfected tools and materials separately from soiled tools and materials. Ultraviolet electrical sanitizers are acceptable for use as a dry storage container. Must store non-cosmetology or barbering related supplies in separate drawers or locations
- ☐ Must disinfect shampoo bowls and manicure tables before use for each client
- ☐ Thoroughly clean floors each day. Hair cuttings must be swept up and deposited in a closed receptacle. Cosmetologists need to sweep up after each haircut
- ☐ Empty all trash containers daily. Keep clean by washing or using plastic liners
- ☐ Immediately remove all non-disposable towels used during services. Place them in a disposable laundry receptacle (such as a bag that is thrown away after use) after the service
- ☐ If the salon uses a laundry basket or reusable bag, it must be sanitized between uses. Never use them for clean towels/capes

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